



# THE CITY OF **BERWYN, ILLINOIS**

MICHAEL A. O'CONNOR, *Mayor*

6700 West 26th Street • Berwyn, Illinois 60402-0701 • Telephone: (708) 788-2660 • Fax: (708) 788-2567  
www.berwyn-il.gov

## **Public Works Director**

### **STAFF VACANCY**

Position: Public Works Director  
Salary: Commensurate with experience

Schedule: Full Time Days, Mon-Fri  
Application Deadline: April 30, 2006  
Start Date: May 15, 2006

### **Principal Duties & Responsibilities:**

- Plans, directs and evaluates programs and activities of the Public Works Dept.; develops and implements department policies and procedures; forecasts operational and equipment needs and develops the annual department budget for the Streets, Water and Forestry departments.
- Prepares specifications for new equipment and vehicles, receives and reviews bids and recommends purchases.
- Supervises all department personnel and provides ongoing training and evaluation.
- Directs feasibility studies and plans City improvement projects, develops detailed plans and estimates costs; inspects ongoing projects for compliance with procedures, practices and quality of work.
- When applicable, applies for grants related to Public Works projects from County, State and Federal agencies.
- Provides ongoing safety evaluation and training programs.

### **Qualifications:**

- Prefer 4 year degree in Public Administration or Engineering
- Five years supervisory experience in Public Works
- Extensive knowledge of civil engineering methods as they apply to design, construction and maintenance of public works projects; thorough knowledge of federal, state and local statutes, ordinances and codes governing public works activities.
- Valid Illinois Drivers license.

Resumes can be sent to:  
City of Berwyn Human Resources Department  
6700 West 26<sup>th</sup> Street  
Berwyn, Il 60402-0701

The City of Berwyn is an Equal Opportunity Employer



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